

Opening Date: 2/25/2016  
Closing Date: When Filled or May 1st  
(optional):  
Division: WSI/WUPP  
Location: Austin

## INTERNSHIP POSTING NOTICE

### Water Use and Development Volunteer Intern

*Internship applications can be submitted via mail/hand delivery to: Texas Water Development Board, Stephen F. Austin Building, 1700 North Congress Ave., Room 670, Austin, Texas 78701, via facsimile (512) 463-7644, or via email [HR@twdb.texas.gov](mailto:HR@twdb.texas.gov). Refer to Human Resources (512) 475-2142.  
TWDB is an Equal Opportunity Employer*

#### **Description:**

This volunteer internship position will analyze TWDB water use information for water systems across the state and will quantify the relationship between water system size and the change in per-person water use due to the increase in institutional, commercial, and industrial customers. The relationship will then be developed into a planning function that may allow regional water planning groups to objectively project reasonable changes in per-person water use as communities and the water systems that serve them grow over the 50-year planning horizon. The findings and the resulting water-use adjustment function will be finalized into a TWDB internal report and into regional water planning guidance. Such work may also be utilized in a graduate degree professional paper or thesis.

#### **Essential Internship Functions:**

- Works with TWDB staff to review municipal water use data for public water systems over multiple years and by various water-use categories. This may involve reviewing similar water use data from other sources.
- Analyzes the water use data to identify trends, particularly regarding the change in total, categorical and per-person water use, as related to the size of the water system.
- Develops a planning-level function that will allow regional water planning groups to adjust projected per-person water use values to reflect changes due to a growing community and utility. The final draft of the planning-level function will be due in February 2017.
- Drafts a TWDB internal report to provide background and analysis performed regarding the relationship between water use and utility size.

#### **Minimum Qualifications:**

- Graduate student currently studying Water Resources, Planning, Geography, Public Administration, or a related area.

#### **Preferred Qualifications:**

- Experience working with water use data for water systems.
- Experience analyzing development trends and characteristics for communities and/or water systems.
- Experience with data analysis, using Microsoft Excel, Access, or other software.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-090

Revised 04/01/15



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. [www.twdb.texas.gov/jobs](http://www.twdb.texas.gov/jobs)

*TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.*

- Experience describing the results of data analysis in academic or professional papers.

**Knowledge, Skills, and Abilities:**

- Basic knowledge of municipal water use.
- Basic knowledge of population estimation and projections.
- Basic knowledge of demographic analysis, including the use of Census data.
- Basic knowledge of regional and state water planning.
- Skill with Windows-based applications such as Microsoft Access, Excel, and Word.
- Ability to analyze and evaluate large amounts of data.
- Ability to communicate effectively, in person, on the phone, and/or in writing.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to interpret policies, procedures, and regulations.
- Ability to work with others in a team environment.

**Remarks:**

- A copy of academic transcripts must be submitted at the time of recruitment.